

Chapter 11 – Grounds Parks Features

11.1 Purpose

This chapter identifies management practices that should be employed in maintaining the “hard features,” or non-plant related portions of King County Park System landscapes. These practices ensure that parks are clean safe and attractive. Equally important, however, is protecting the environment.

11.2 Definitions

Hard Features: hard surfaces such as pavement, trails and pathways, boardwalks, foot bridges, borders, park furniture, drainage facilities, parking lots, fencing, bollards and gates, drinking fountains, signs, benches, garbage receptacles, and parking and trail lights.

11.3 Background

With the exception of undeveloped parks and natural areas, most King County parks contain several hard features. Hard features are necessary to organize the use of, reduce conflict within, and add to the enjoyment of park facilities. Parking areas concentrate vehicles in an organized location and free other space. Sidewalks and pathways, gates and bollards, and fencing direct traffic and protect park areas. Garbage receptacles allow a means to dispose of garbage and litter. Benches and drinking fountains give users comfort and refreshment.

Because hard features are used heavily, they must be regularly maintained to reduce injury, and present a clean, attractive appearance.

11.4 Planning

Placement of hard features is a critical design element. When planning these features, several factors must be considered including circulation patterns and access and convenience and safety of park users. For example, separating active areas from passive areas and protecting critical areas influences where fences are placed. Service yards must be located away from public use, yet close to areas that will be maintained. Signs should be placed where they can be seen and provide the appropriate information. Pavement near shallow rooted trees should be avoided because root heaving raises pavement, causing unsafe conditions.

Do's and Don'ts for Planning Hard Features

DO

Install all electrical and plumbing fixtures, outdoor furniture, and door hardware to King County Park System standards for type, size, and style.

Ensure that Crafts Crew reviews all proposed plans for renovation and new construction.

Record all specifications on newly installed products with Crafts Crew. Specs include paint products and colors, electrical and plumbing fixtures, and bridge and walkway components.

DO NOT

Introduce new items without Crafts Crew input on existing features and high-quality, low-maintenance products.

11.5 Design

Hard features design should be functional, attractive and vandal-resistant. Features should provide the utility desired and be within the theme or character of the park. Ease of maintenance and durability both affect long-term maintenance costs and the ultimate condition of a park.

When possible, features and fixtures should be standardized to reduce replacement costs, parts inventory, and to ensure a high-quality product. Staff is encouraged to monitor the marketplace for new materials, products and innovative ideas.

King County Park System Standards for Hard Features Design	
Feature	Standard
All features	Design to be most vandal-resistant: <ul style="list-style-type: none"> ▪ Use unbreakable plexi-glass covers and lens ▪ Choose stainless steel over light gauge, corrosive metals ▪ Do not choose features with handles or other protrusions that can be easily broken off.
All wood park features	Insure all wood is pressure-treated (with impregnated chemicals) and fasteners are stainless steel.
Outdoor park furniture, walkway decking, bollards, and borders	Use recycled plastic and/or recycled composite (plastic and wood) lumber whenever possible.
Deep and/or thick rooted vegetation	Do not plant within 10' of sewer and water lines
Ground cover	Install types that cannot be used by vandals to plug drains. Do not use rocks less than 5/8" in diameter.
Valve boxes	Make visible, easily accessible and vandal-resistant.
Round valve boxes	Use twist-type covers in vegetated areas.

11.6 Maintenance Practices

Because of their high visibility, maintenance of hard features can demonstrate to the public the level of care we take in maintaining a park. Dirty or neglected park features can and often do pose a threat to the safety of park patrons. Maintenance of hard features can be divided into two types of practices:

Ongoing/Routine Maintenance: Day-to-day cleaning and care required providing a clean, safe and attractive feature usable by the public and capable of serving its intended function.

Preventive Maintenance and Repair: The occasional planned and unplanned servicing necessary to ensure that a feature is in good repair and any damage is corrected, resulting from wear and tear or abuse.

11.7 Paved Areas

The following are maintenance BMPs for paved areas:

Concrete Sidewalks, Staircases, Wheel Chair Ramps and Courtyards:

Ongoing/Routine Maintenance

- Surface areas must be kept absolutely clear of any object that can cause a tripping hazard. Also look for and correct irregularities in surface area, because a ½-inch variance in surface grade will result in a tripping hazard. Initiate a work request to the Carpenters' Shop for concrete repair.
- Surface should be swept. Minimize wash down to conserve water, reduce contamination and maintain water quality. Or regularly blow surface to keep it free of dirt and dust, organic debris and accumulated water.
- Any garbage or litter should be picked up and removed.
- Seasonal conditions such as ice and snow or leaf accumulations should be addressed as soon as possible for safety. If accumulations are major, consider closing off areas until removal can take place.
- Moss or algae accumulations should be removed by pressure washing or treating the surface to kill the growth.
- Expansion joints should be cleaned of weeds and growth for good appearance and to keep dirt from accumulating. Caution must be taken with certain products that can be toxic.

Preventive Maintenance and Repair

- Repairs should be made as needed.
- Cracks, depression, chips and uneven surfaces should be repaired to prevent further damage and correct any hazard presented. Identify hazardous areas to the public with spray paint, caution tape, cones, etc. and write a work request to the crafts crew for repair.
- Generally, concrete surfaces and asphalt surfaces are not sealed as a preventive maintenance practice.

Paved Parking Lots

Ongoing/Routine Maintenance

- Directional and control signage should be kept in good repair.
- Vehicle-caused contaminants should be cleaned up and removed regularly and not allowed to reach storm drain inlets. Oil, anti-freeze and other fluids should be absorbed with kitty litter or absorbent pads and disposed of in approved and designated receptacles.

- Surfaces should be blown or swept regularly as needed to remove accumulations of dirt, leaves and debris.

Preventive Maintenance and Repair

- Depressions, alligatored pavement, and potholes should be repaired regularly. If problems are significantly large, areas should be identified as possible small contract repair items or even addressed through nomination for CIP projects.
- Parking lot stripes and curb marking are to be kept in good condition and re-painted as needed for legibility. Check regularly in the fall, for wear and condition of paint striping, curbing and other symbols. Initiate work requests to Painters' Shop immediately for completion in the following spring or summer.

Paved Trails

Ongoing/Routine Maintenance

- Directional and control signage should be kept in good repair.
- Bollards and gates should be checked and serviced at least annually. Locks should be replaced as soon as they are missing.
- Surfaces should be blown or swept regularly to remove dirt and debris.
- Uneven surfaces or root-raised pavement should be repaired as soon as possible for safety.
- Snow, ice and leaves should be removed as necessary for safety reasons.
- The development of social trails emanating from a paved trail should be discouraged with appropriate work (brush laid across the social trail or planting vegetation).
- Adjacent vegetation should be mown at least 6 feet back from the trail edge for asset retention and safety reasons.

Preventive Maintenance and Repair

- Uneven surfaces or root-raised pavement should be repaired as soon as possible for safety.
- Alligatored surfaces should be cut out and new pavement installed. Possible small contract or CIP project consideration should be investigated.

11.8 Gravel Trails and Parking lots

There are many gravel trails paths and parking lots in the King County Park System. Some of these graveled areas are temporary until a CIP can be funded and pavement installed.

Maintaining these surfaces consists of occasionally re-grading/leveling then removing vegetation and replenishing gravel or crushed rock. The following are BMPs for gravel surfaces:



Ongoing/Routine Maintenance

- Gravel/crushed rock surfaces should be free of vegetation. Scarify, or chemically treat areas to control weeds and grasses from establishing themselves in the surfacing. Use the least-toxic herbicide to gain control, Roundup Pro™ is recommended. Near water courses use the Rodeo formulation and secure the necessary permits. Explore the use of a hot-water weeder or other mechanical control.
- Grade and replenish gravel as needed to remove depressions and rutting.
- During dry periods an organic, approved dust control treatment is advised to reduce blowing sediment.
- Replace any signs as needed.
- Service the gates and bollards. Keep locks on and operable.
- Special attention should be placed on cleaning any drains and drainage features to keep sediment out of the wastewater and storm water systems.

Preventive Maintenance and Repair

When major rutting or a large hole develops, additional rock must be applied and re-grading with large equipment carried out. Write work requests for the Grounds Crew to undertake this repair. Remove downed trees and encroaching vegetation.

11.9 Drainage Features

Drainage features intercept and channel away surface water from active-use areas. These items need to be regularly kept clear of obstacles and cleaned of accumulated sediment to function properly. Drainage features such as swales and oil/water separators provide water quality treatment and must be maintained to operate properly.

As part of King County Municipal Stormwater Permit, King County Parks maintains its drainage features. Annual inspections are performed on drainage features to ensure and that they operate correctly and that they comply with King County standards. These inspections include checking amount of sediment, repairing sidewalls, replacing damaged grates, etc. Refer to the King County Drainage Maintenance Standards for more detailed information on maintenance of drainage features. The following information provided is for common types of problems that arise with drainage features.

Catch Basins and Drain Inlets

Ongoing/Routine Maintenance

- Check drains inlets regularly. Always clear accumulated leaves and vegetation from drain inlets to allow unimpeded water flow
- Remove excess sediment and debris from basin. Sediment is to be removed whenever it exceeds 1/3 the depth of the water in the basin (distance from bottom of basin to bottom of drain outlet). Spoon or vactor sediment and dispose of it in appropriate location.
- Replace any broken or damaged grates. Grates should be secure.
- If lines are clogged, rodding may be required.
- Paint “Dump No Waste Drains to Stream” next to inlets.

Preventive Maintenance and Repair

- Any damaged catch basin or drain inlet should be reported through the work request process for the Grounds Crew.
- Schedule King County Department of Transportations vactor truck to remove accumulated build up of sediment. All work must be accompanied with a work request.

Culverts

Ongoing/Routine Maintenance

- Mark on pavement or flag all culverts for ease in locating them.
- Regularly inspect culverts to see if they are functioning properly. It may be helpful to do this during a rain event.
- Clear vegetation or regularly weed-eat around both ends of culverts to keep vegetation from impeding the flow of water.
- Check the inlet and outlet to see that they are not causing erosion of the surrounding area. They may need to be armored to dissipate energy from



high water flows.

- Check the pipe for obstacles that restrict flow. The pipe should not be blocked by more than 20%.

Preventive Maintenance and Repair

- If the culvert pipe is clogged, try to clear it. If unsuccessful, write a work request to the Grounds Crew.
- If culverts sustain damage, report the damage through a work request to the Grounds Crew. Permitting may be required to repair or replace a culvert.

Ditches and Swales

Ongoing/Routine Maintenance

- Regularly mow and clear obstacles or debris from ditches. Remove invasive plants such as blackberries and alders from alder.
- Do not break through turf layer and expose bare ground. Bare ground can add sediment to water flows.
- Remove any silt build up in swale bottom, commonly found in front of check dams.
- Re-seed any bare ground to establish grass cover as soon as possible.

Preventive Maintenance and Repairs

- The Ground Crew performs major re-grading and repairs to ditches and swales. They follow BMPs established in the *King County Department of Transportation Road Maintenance BMP Manual* or from the *Stormwater Management Manual for Western Washington (Department of Ecology)*.

Detention Ponds

Ongoing/Routine Maintenance

- Regularly mow vegetation such as grass and weeds. Mowing is required whenever the vegetation exceeds 18 inches in height. Typically vegetation in a pond should be mowed or removed prior to the rainy season (Oct. 15).
- Remove any trash or debris from pond.
- Check to make sure that water flows through the pond unimpeded. Make sure that inlet/outlet pipes are not clogged or blocked.
- Check to make sure that the depth of sediment on the pond bottom does not exceed six inches. Remove sediment if this depth is exceeded.

Preventive Maintenance and Repairs

- The Ground Crew performs major re-grading and repairs to detention ponds. They follow BMPs from the *King County Department of Transportation Road Maintenance BMP Manual* or the *Washington Department of Ecology Stormwater Management Manual for Western Washington*.

Oil Water Separators

Ongoing/Routine Maintenance

Parking lots are often equipped with oil/water separators. These are typically a T-section. The water must flow under the T section thus retaining the oil sheen within the separator. In addition, they are often equipped with an orifice that restricts flow rate through the oil/water separator.

- Remove excess sediment and debris from basin. Sediment is to be removed whenever it exceeds 1/3 the depth of the water in the basin (distance from bottom of basin to bottom of drain outlet). Spoon or vacuum sediment and dispose of it in appropriate location.
- The clean-out gate should have a watertight seal. The cleanout gate should be able to be opened and closed by a single person.
- Absorbents are oftentimes placed into the oil/water separators to bind up any oil. These have to be replaced, typically annually, but potentially more frequently in high use lots.

Preventive Maintenance and Repairs

- Any damaged oil/water separator should be reported through the work request process for the Grounds Crew.
- Schedule King County Department of Transportation vacuum truck to remove accumulated build up of sediment. All work must be accompanied with a work request.

11.10 Fences

Fencing maintenance directs traffic, contains active areas and separates dissimilar activities. It also protects park users. The following are BMPs for fences:

Chain-Link Fences

Ongoing/Routine Maintenance



- Fence lines should be kept free of vegetation that could cause corrosion and deteriorate fence structure. Mowing strips under the fencing is strongly recommended. If no mowing strips are present, treat fence lines with Roundup Pro™ or manually weed-eat under the fence on a regular basis.
- Fence fabric and tension wires should be tight and all ties and attachments securely placed.
- No protruding portions or sharp edges should be present.
- Barbed wire is strongly discouraged. An exception is barbed wire for security purposes. Barbed wires on fences must be at least 7 feet above the ground.
- Top rails (and if present) bottom rails must be straight and in good condition.

Gates must be plumb, operable and in good condition. Latches should be in operable condition and lubricated as needed.

Preventive Maintenance and Repair

- All bent or damaged sections or fabric should be straightened or replaced.
- Damaged corner posts, line posts, top rail, missing ties, and tension wires should be replaced or if possible repaired as soon as possible. New concrete footings/anchors should be poured with any post work to ensure a secure, tight fence.
- Remove accumulated rocks and debris at base of fencing.

Wooden Fences

Ongoing/Routine Maintenance

- Fence lines should be kept free of vegetation that can cause unsightliness, rotting and fire hazard. Use Roundup Pro™ or regularly weed-eat to clear vegetation. Make sure weed-eater twine doesn't scuff boards or posts.
- Replenish on a regular cycle all structures coated with wood preservative or paint. Send a work request to the painters to seal once every year all pressure treated lumber, without exposing soil or vegetation to chemical sealants.
- Check that gates and latches are operable and in good condition. Lubricate latches at least every 6 months.
- Replace or re-set rotted or loose posts as need to secure fencing. Initiate work request to the Carpenters' Shop.
- Check that fences have no protruding nails or splintered wood.

Preventive Maintenance and Repair

The Crafts Carpenters' Shop does major, wood fence repair and replacement. Or, that same work is done through a CIP project. Work requests should be forwarded accordingly to the Renton

Shop where a determination is made on who does the work. All necessary permits must be secured before work begins.

11.11 Signage

Good signage gives visitors information that allows them to fully utilize park features. Signs also protect the public and park features by helping to regulate activities. The Parks Department developed a Sign Manual in 2003 that standardizes the signage through the parks system. In addition, a program was initiated in 2004 to replace many of the existing signs and replace with signs that complied with this new manual. Employees should have access to the Sign Manual and follow its policies whenever placing new signs and replacing existing signage.

The following are BMPs for maintaining legible signs that are already in place:



Park Location Signs

Ongoing/Routine Maintenance

- The base of all park location (designator) signs should be kept free of unwanted vegetation. Use weed-eaters or use Roundup Pro™ to suppress weeds and grasses.
- Create a small flowerbed at the base of the sign to draw attention to the sign. Consider the use of native perennial plants.
- Regularly inspect and clean sign. Initiate a work request to for all painting work. Make small remedial repairs as needed.

If the sign is missing or damaged beyond District staff's ability to repair, write a work request to have it replaced or repaired.:

Preventive Maintenance and Repair

The Carpenters' Shop replaces signs. The Painters' Shop applies all paint and sealants to signs. A work request with a photograph and location noted should be forwarded to initiate replacement or repair.

Park Facilities Signs

Ongoing/Routine Maintenance

- Parks uses several types of signs. Keep an inventory of signs. The inventory should include:
 - Photographs showing locations and legends
 - Type of composition and construction
 - Dimensions.
- Regularly inspect and clean signs. Initiate a work request to the Painters' Shop for all painting. Make small remedial repairs as needed.
- If the sign is missing or damaged beyond District staff's capability to repair, write a work request to have it replaced or repaired.

Preventive Maintenance and Repair

- Park signs are replaced through a variety of means depending on the sign's composition and cost. If repair, painting or replacement is required, forward a work request to the Renton Shop. A photograph with sign legend, dimension and composition should accompany the work request.

Park Rules Signs

Ongoing/Routine Maintenance

- An inventory of park rules or other regulatory signs and their location is maintained at each Resource district office. Photographs of sign placement, location, and legend are strongly recommended. This photographic data is especially critical on trails and near traffic intersections for “risk management” purposes.
- Keep base free of unwanted vegetation by weed eating or through use of Roundup Pro™.
- Keep signs clean and legible.
- Replace missing and illegible signs as soon as possible.
- District and the Regional Utility shops maintain a stock of signs to speed replacement of rules signs. Keep your stock current.

Preventive Maintenance and Repair

- Replace signs as needed.
- Securely set posts in a location that mitigates potential interference with pedestrian and other traffic.

11.12 Bollards and Gates

Bollards and gates control vehicular traffic onto or within park property. They are important safety features that reduce damage within a park. Maintenance of bollards and gates ensures proper function and visibility. The following are BMPs for maintaining bollards and gates:

Bollards

Ongoing/Routine Maintenance

- Regularly inspect bollards for proper function.
- Check that locks are in place. For safety, lock them immediately after use.
- Lubricate locks at least every 3 months with an approved lubricant (check with Carpenter Shop).
- Keep bollard bases free of water and accumulated dirt and rocks/gravel. Keep area around base clear of obstacles that can get into base receptacle.
- Bollard should be regularly cleaned and touched up with paint. Apply reflective tape and maintain it in an undamaged condition.

Preventive Maintenance and Repairs

- Damaged bollards should be repaired/replaced immediately.

- Write a work request to the utility crew for repair and or replacement.
- Repair or replacement of a socket entails removing the old socket. It can require relocating and installing a new socket set in concrete.
- Keep replacement bollards and sockets at the Regional Utility Shops. Re-order before stock is depleted. The recommended material for non-removable bollards is plastic lumber.

Gates

Ongoing/Routine Maintenance

- Regularly inspect gates for proper function.
- Report leaning gate posts to the Regional Utility Shops for repair.
- Lubricate gates at least every 3 months with the appropriate lubricant such as axle grease. Wipe off any excess grease that remains after lubrication.
- Keep gates locked in either open or closed positions.
- Lubricate locks at the same time gates are lubricated.
- Keep gate and gate signs clean as needed. Initiate work request to Painters' Shop for all painting.
- Keep reflective tape in good condition or replace as needed.

Preventive Maintenance and Repair

- Report sagging and damaged gates for repair by the Regional Utility shop.
- Excavate gateposts and pour new concrete with each repair. Ensure that the size of the concrete pour and excavation corresponded to weight and length of gate. Call Dial-Before-You-Dig **1-800-425-5555** before excavating a hole.

11.13 Park Benches

Park benches are kept in good condition through regular inspection and maintenance. It is important that they be clean, structurally sound and in usable condition. The following are BMPs for maintaining benches:

Ongoing/Routine Maintenance

- Inspect benches regularly to ensure stable and usable condition.
- Paved pads should be installed underneath all park benches. Paving should extend outward from the front of the bench at least 3 feet to provide a dry foot area.
- If the area beneath the bench is not paved, keep it vegetation free. Fill in depressions to eliminate any puddles.

- Keep all boards and other wood in good condition and free of rot and splinters. Replace worn or damaged boards as soon as possible.
- Initiate work request to Painters' Shop for all painting work. Do not sand, grind, or disturb the surface of any CCA treated wood. There are potential health risks with these types of activities.
- Keep replacement boards in stock. Order these through the Carpenters' Shop. Because of potential health risk with treated wood, employees should consider other materials such as plastic when replacing benches or ordering new benches.
- No gaps should be allowed that could trap children's' heads (3" maximum).
- Check nuts and bolts for tightness, rust and wear.
- Initiate all major repair, painting and replacement through work request to the Renton Shops.

Preventive Maintenance and Repair

- Install concrete pads when benches are repaired or replaced. Initiate work request to Carpenters' Shop.
- Have all wood benches painted or treated with sealant by painters as appropriate for the type of bench.
- Upgrade all fasteners to stainless steel.
- Use steel standards and plastic lumber on benches to eliminate rot and instability.

11.14 Drinking Fountains

Drinking fountains refresh park users after active use of park facilities. It is important to keep clean, cool and good tasting water available to park users. The following are BMPs for maintaining drinking fountains.

Ongoing/Routine Maintenance

- Regularly inspect drinking fountains to ensure proper function. Check water flow at the fountainhead—the water should clear the top of the fountainhead by a minimum of a ½ inch and should have an arched flow. Initiate work request to the Plumbers' Shop for all repairs.
- Keep the fountain and its parts clean and free of foreign matter of any kind. Check drain for free and clear drainage. Initiate work request to the Plumbers' Shop for all repairs.
- For Murdock fountains (only), check and clean out drain pan monthly or if poor drainage occurs. If drainage does not immediately improve after cleaning, initiate a work request to the Crafts Plumbers' Shop.
- Check for surface drainage around the base of the fountain. Fill in depressions as needed to eliminate puddles.

- Run the fountain and take a drink. If you note any discoloration or a strange taste, immediately shut down the fountain and report problem to Renton Shop plumbers.

Protect fountains from freezing by following the winterization program implemented by the Crafts plumbers.

Preventive Maintenance and Repairs

Drinking fountain repair is restricted to licensed plumbers certified to work on potable water systems. These individuals can ensure water does not become contaminated and can complete the work in a professional manner, meeting current Uniform Plumbing Codes.

11.15 Garbage/Recycling Receptacles

Garbage/recycling receptacles should be in a convenient location. Containers must be serviced regularly and kept clean. Failure to regularly service garbage and recycling containers can lead to vermin, health and sanitation problems. The following are BMPs for maintaining garbage receptacles:



Garbage/Recycling Cans

Ongoing/Routine Maintenance

- Keep all garbage and recycling containers on paved pads. Secure them against tip-over or inappropriate placement.
- Ensure that all garbage and recycling containers have lids to prevent contents from being scattered by either wind or animals. Lids should be secured to a post or standard rather than to the container.
- Check that all containers are functional. Check that all containers are labeled correctly and labels are clearly posted.
- Remove and transport garbage to disposal and recycling locations in direct proportion to use (at least three times a week during peak season).
- When servicing the cans, rake up or remove any garbage in adjacent areas as well.
- Replace damaged containers as needed. Keep replacement containers in stock.

Preventive Maintenance and Repairs

- At a minimum, annually steam clean garbage and recycling containers to remove all fluids and residue.
- When container racks are damaged, write a work request for repair or replacement by the Utility Crew.

Dumpsters

Ongoing/Routine Maintenance

- Grounds Crew services park dumpsters at night and early morning. At some locations, private contractors provide and service large containers (dumpsters).
- For contracted dumpsters, call the Stores Clerk or solid waste provider to arrange adjustments to the dumping cycle or to report container problems.
- If additional pick up cycles are required, call the Grounds Crew supervisor to initiate additional pickups.
- Regularly inspect the dumpster to ensure that pickup service is sufficient. Note the condition of the container. Containers are to be watertight with a covered lid. Report any damage, graffiti, or other problems to the Grounds Crew Supervisor (if it's a King County Park System container) or to the Stores Keeper or dumpster company if it is a rental container.
- Clean up any spilled or misplaced litter and garbage from around dumpster area.

Preventive Maintenance and Repairs

- Regularly steam clean dumpsters to remove fluids and residue.
- Repair any damage to the container and repaint.
- Damaged or unsightly, contractor-supplied dumpsters should be replaced by the vendor.

11.16 Service Yards

Service yards are used to stage and house maintenance vehicles, equipment, and materials. It is important to keep the yards organized and clean. Good circulation and a well-organized yard ease operations and keep materials in good condition.



The following are BMPs for maintaining service yards:

Equipment/Tool Storage

- Equipment should be stored under cover if possible to protect it from the elements and vandalism—especially open-seated vehicles.
- Equipment should be sited in a manner to allow for good vehicle circulation within the yard and easy access in moving equipment.
- Equipment should be washed regularly (on turf areas, no drainage of wash water to storm sewer) to prevent corrosion. Washing areas should be sited so that wastewater does not enter storm drains.
- Wash racks are strongly recommended as improvements to yards.

- Keep small tools clean and stow in buildings in an organized, readily available fashion. Store absorbent pads and kitty litter nearby to clean up any spills/leaks.
- Be sure that appropriate fire suppression devices are at hand in all areas.
- Keep petroleum products such as gasoline in a locked and approved cabinet.

Bulk Materials

- Bulk materials and soils should be stored in bins with tractor-loading capabilities. Positioning should allow ease in loading. Use bin covers to keep rain from leaching material and to keep windblown particles from contaminating adjacent areas.
- Select bins with hard-bottomed surfaces to prevent contaminating underlying soil and groundwater.
- Drainage from the bins must not carry contaminants into the storm water system. Site materials at least fifty feet away from drainage and cover the materials to reduce blowing.
- Compost bins should be on site to allow compost material storage and use.

Storage Buildings

- Storage buildings used to store signs and other materials should be kept clean and organized for easy access and employee safety.
- Each item should be stored and stacked properly.
- Dirt and dust must be cleaned up regularly.
- Each tool or item should have its place and be in its place.
- Initiate a work request to Crafts Crew for all repairs.



Staff Buildings/Locations

Ongoing/Regular Maintenance

- Keep kitchen areas tidy. Properly store foodstuffs in clean appliances. Dishes should be cleaned and put away. Furniture and floors should be kept clean.
- Keep locker rooms tidy. Each staff member should have a locker they keep in good order. Private gear is the responsibility of the employee.

- Service restrooms and shower facilities daily. Replace toiletry supplies as needed.
- Secure any loose toilet seat. Report any damaged toilet seat to the Crafts Plumbers.
- After washing down concrete or ceramic tile floors with a hose, thoroughly clean out all floor drains by running the hose at its highest water pressure directly over the drain grate.
- Sweep, vacuum and/or mop floors daily. Do not wax wood floors—use a distilled vinegar and water solution to clean.
- Keep offices clean and organized.
- Clean and dust walls and woodwork annually.
- Pick up debris and empty garbage daily.
- Use electrical cords properly. Allow no multiple plug-ins. Use only three-pronged, grounded electrical cords. Discard immediately any damaged cords.
- Wash windows at least annually. Report all broken glass immediately to the Crafts Supervisor.
- Replace fluorescent and incandescent light bulbs as needed. Do not replace High-Intensity Discharge (HD) bulbs used for spotlights, fields, parking lots, gyms and natatoriums. Initiate a work request to the Electricians' Shop for HD bulbs. Clean light fixture covers regularly. Fluorescent bulbs are recycled and must be stored upright in cardboard containers. Fluorescent bulbs are not to be crushed or broken. The bulbs contain mercury and are a potential health or environment threat. Any broken bulbs are to be handled as hazardous waste.
- Do not obstruct heating vents and elements. Keep them clear of any combustible materials.
- For all heating systems, use high-pressure dusting air (available at Renton Stores) to do quarterly cleaning of all intake and exhaust vents and grids.
- Ensure that fire codes are met, and safety hazards are eliminated. Do not store anything in front (within 3 feet) of electrical panels, switchboards or control panels. These “free and clear zones” must be marked with red floor paint. Initiate work requests for painting as needed.
- Do not store materials in front of— or nearby—any control valves, piping or other mechanical devices.
- Keep shrubbery and other vegetation away from the building walls.
- When graffiti is found in a small area, attempt to remove with the Renton Stores-issued graffiti removal product. If unsuccessful, or for large areas, contact the Crafts Supervisor immediately for removal within 24-48 hours. **Never** paint over the damaged area.

- Regularly open and close faucets and shower valves to insure proper functioning. No excessive hand pressure should be needed to shut off a faucet or valve. Fixture should not leak during operation.
- Initiate a work request to the Plumbers' Shop immediately for any problem with flushometers, faucets, urinals, toilets, sinks, drains, traps, showers, drinking fountains or hose bibs.
- Initiate a work request immediately to the Carpenters' Shop for any problem with a lock, door, hardware, window, siding, roof, gutter, cabinet, counter, floor covering, wall molding, structural component, toilet stalls, office cubicles or accessories, bridge, deck, stairs, walkway or any other building component.
- Initiate a work request immediately to the Electricians' Shop for any problem with electrical power, outlets, light switches, light fixtures, alarms, pumps, fans, motors, wiring, electrical panels or any other electrical device.
- Immediately report all damaged electrical and plumbing fixtures to the Crafts Supervisor.

Preventive Maintenance and Repairs

- The appropriate Crafts Crew repairs buildings as needed. Work requests initiate the necessary work.
- When an electrical breaker is tripped, try resetting the breaker once only. If it trips again, contact Crafts Supervisor to dispatch an electrician to troubleshoot and repair problem.
- If metal halide lights are pink-tinted, initiate a work request to the Electricians' Shop for replacement.
- In the early fall, check functioning of heating systems by turning the system on high. Report any problems to the Crafts Shop.
- When an alarm on a pump system is activated, deactivate the alarm. Contact Crafts Shop immediately. Do not continually reset pump system without consultation with Crafts Shop/Electricians.

11.17 Training

Staff is trained in proper techniques and methods for repair and maintenance of the following:

- Pavement repair and maintenance.
- Drainage repair and maintenance.
- Chain-link fence repair and maintenance.

Sign repair and replacement.